

Australian/New Zealand Standard™

## Shorthand reporters' tests

## **AS/NZS 4272:2001**

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This Joint Australian/New Zealand Standard was prepared by Joint Technical Committee MS-061, Shorthand Reporters' Tests. It was approved on behalf of the Council of Standards Australia on 5 March 2001 and on behalf of the Council of Standards New Zealand on 4 May 2001. It was published on 5 May 2001.

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The following interests are represented on Committee MS-061:

Commercial Education Society of Australia  
Court Reporters (Private Sector) Association  
N.Z. Qualification Authority  
Reporting Services Branch, N.S.W.  
Shorthand Reporters Association of Australia  
TAFE, N.S.W.  
University of South Australia  
Victorian Government Reporting Service

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# Australian/New Zealand Standard™

## Shorthand reporters' tests

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## PREFACE

This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee MS-061, Shorthand Reporters' Tests.

The Standard was developed in response to a growing need for standardizing the method of assessing shorthand reporters who operate in fields, such as the courts, parliament and other areas, in which the accurate transcription of the spoken word is required with minimal delay.

The objective of this Standard is to provide examiners with a method of testing in order to bring uniformity to the certification of shorthand reporters.

Acknowledgment is made of AS 2708, *Keyboarding speed tests (formerly known as 'Typing speed tests')*, and AS 2907, *Shorthand speed tests*, which served as initial models for this Standard. While the keyboarding and shorthand speed test Standards are used for candidates entering general business offices, this Standard has a different field of application. The differing techniques used in shorthand reporting have led to a divergence in approach in many aspects of conducting tests and in the assessing of shorthand reporting test candidates.

Bodies conducting tests in accordance with this Standard should bear in mind the need for uniformity in the conduct of the test as well as in the degree of difficulty of the test. As such, the possibility of obtaining test material from central repositories should be investigated.

The term 'informative' has been used in this Standard to define the application of the appendix to which it applies. An 'informative' appendix is only for information and guidance.

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## SECTION 1 SCOPE AND GENERAL

**1.1 SCOPE**

This Standard sets out a method for the design, conduct, assessment and certification of tests for court, parliamentary and freelance shorthand reporters.

**1.2 APPLICATION**

This Standard is intended for use by any institution or group that devises, administers, assesses or certifies tests.

**1.3 REFERENCED DOCUMENT**

The following document is referred to in this Standard:

SAI

HB 59 Ergonomics — The human factor — A practical approach to work systems design

**1.4 DEFINITIONS****1.4.1 ASCII**

American Standard Code for Information Interchange, a particular code to represent text characters in electronic form.

**1.4.2 Dictionary word**

A meaningful unit of speech that, when written or printed, is shown with space on either side of it.

NOTE: Previously referred to as 'actual shorthand word'.

**1.4.3 Examining body**

Any institution or group that devises, administers, assesses and certifies shorthand speed and language tests in accordance with this Standard.

**1.4.4 Shall**

Indicates that a statement is mandatory.

**1.4.5 Shorthand**

Any system of speed writing by means of substitution of contractions or signs for letters or words.

**1.4.6 Shorthand reporter**

Person who records the spoken word by using shorthand.

**1.4.7 Should**

Indicates a recommendation.